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**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE:** **ANNEXATION PROGRAM COORDINATOR**

**DEFINITION**

Under general direction, to perform professional and technical work in annexation planning and coordination and to oversee new annexations; to coordinate planning efforts and foster communications between the City and the County; to act as liaison to the public; to provide highly responsible and complex administrative support to the Planning Director; and to do related work as required.

**REPORTS TO:** Planning Director

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Planning Director.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Research, compile and analyze technical, statistical and demographic data from a variety of sources and prepare appropriate reports.
- Initiate and coordinate annexation projects utilizing planning redevelopment, economic development, housing and neighborhood data and resources.
- Coordinate with appropriate City and Departmental staff to ensure that City code, policies and ordinances are effectively addressed in the review of annexation proposals.
- Perform the most complex and sensitive annexation planning work.
- Coordinate and participate in planning staff work for one or more boards or commissions on issues related to annexation and sphere of influence issues.
- Conduct public information meetings and present annexation matters to the City Council, various City boards, commissions, citizen committees and to the general public.
- Coordinate annexation activities with other City departments, divisions and with outside agencies.
- Prepare and recommend amendments to City codes, ordinances, policies and procedures related to annexations.
- Facilitate resolution of annexation and sphere of influence issues between the City County; offer creative solutions.
- Coordinate legal reviews between jurisdictions.
- Coordinate the effective transfer of services between jurisdictions; oversee public concerns regarding services provided.
- Review and comment on development activity within the City's sphere of influence.

- Coordinate with neighboring jurisdictions on policies related to development within and adjacent to the City's sphere of influence.

## **QUALIFICATIONS**

### **Knowledge of:**

- Federal, state and local laws pertaining to annexation.
- Modern record-keeping functions.
- California Real Estate Law; federal, state and local laws and regulations pertaining to annexation.
- Theory, principles and practices of governmental land use planning.
- City organization, operations, policies and objectives.
- Economics of real estate development and urban planning.
- Modern principles and techniques of public finance, organizational planning and development, and administrative and quantitative analysis.
- Concerns and interests of civic groups, governmental agencies and the general public.
- Research methods and information sources related to public administration.
- Current office procedures and methods.
- English usage, spelling, grammar and punctuation.
- Personal computer operation and software applications.

### **Ability to:**

- Interpret legal documents.
- Plot legal descriptions on maps.
- Work cooperatively with the general public and other City employees.
- Communicate ideas in the English language.
- Communicate complicated technical issues in simple non-technical language.
- Read, understand and analyze and planning terminology.
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.
- Present ideas and concepts effectively and persuasively in speaking before large and small groups.
- Interpret, apply and explain laws, codes, policies and procedures.
- Analyze situations accurately and adopt effective courses of action.
- Develop creative solutions to problems.
- Facilitate and mediate groups and individuals.
- Gain cooperation through discussion and persuasion.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, urban design, political science, urban planning, real estate, finance or a related field considered to be useful in City planning. A Master's degree is highly desirable.

Experience: Five years of professional experience in the field of urban planning, public administration, real estate development, redevelopment or other increasingly responsible administrative experience in a municipal government. A Master's degree may substitute for one year of the required experience.

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Annexation Program Coordinator

**TO:**